Standard Tort Claim Form Packet

Please *carefully read all of the information in this packet* before completing and submitting your Standard Tort Claim. Please note that no documents will be returned.

Presenting a Standard Tort Claim Form

RCW 4.96.020 requires citizens to present the Standard Tort Claim form with the government agency named in their claim. The law also requires state and local government agencies to post on its website the Standard Tort Claim form with instructions. In compliance with these requirements and for the convenience of citizens, the State Office of Financial Management (OFM) developed a Standard Tort Claim Form Packet.

Documents Contained in the Standard Tort Claim Form Packet

1. Instructions for completing the Standard Tort Claim Form
2. Standard Tort Claim Form (SF 210)
3. Medical Authorization
4. Vehicle Collision Form only for tort claims involving vehicle accidents/collisions

Legal Requirements for Presenting Standard Tort Claim Forms

In order to verify the claim and additional supporting information, the law requires that the Standard Tort Claim form be signed by:

- Claimant; or
- Person holding a written power of attorney from the Claimant; or
- Attorney in fact for the Claimant; or
- Attorney admitted to practice in Washington State on the Claimant's behalf; or
- A court-approved guardian or guardian ad litem on behalf of the Claimant

Submit the Standard Tort Claim Form and Supporting Documents by fax or mail:

Aberdeen School District No. 5
Attention: Superintendent
216 North G Street
Aberdeen, WA 98520

Business Hours: Monday-Friday, 9:00 a.m. to 4:00 p.m.
Closed on weekends and official state holidays.
Office hours by arrangement over school breaks.

INSTRUCTIONS FOR COMPLETING A TORT CLAIM FORM

General Liability Claim Form #SF 210

- ✓ Before filing a Tort Claim, please read these instructions, the Tort Claim form and other appropriate forms in their entirety.
- ✓ Type or print **clearly** in ink and sign the Tort Claim form. Do not staple or tape documents. Do not put claim form in binders or add divider tabs as all documents must be scanned.
- ✓ Provide all requested information and any available documents or evidence supporting your claim, such as medical records or bills for personal injuries, photographs, proof of ownership for property damages, receipts for property value, etc.
- ✓ If the requested information cannot be supplied in the space provided, please use additional blank sheets so your claim can be easily read and understood.

- ✓ The following are *examples* on how to complete the Tort Claim Form #SF 210:

1) Smith, Karen Michelle – 02/20/1965
2) 1234 College Way NW, Apt. 56, Seattle WA 98178
3) PO Box 910, Seattle WA 98178
4) Same (or residence at the time of incident)
5) Claimant's phone number(s) w/ area code
6) Claimant's or Representative's email address
7) 8/9/2010 8:00 a.m.,
8) If the incident that caused the damages occurred over a period of time, please provide the beginning time and the ending time in item 8.
9) Washington, Thurston, Tumwater, Campus of South Puget Sound Community College, Building number 22.
10) I-5, Southbound, Milepost 109, near the Martin Way Exit
11) Aberdeen School District No. 5
12) Smith, John Doe, 1234 Blank Way NW, Apt. 56, Biddle, WA 93215 (360) 456-XXXX; Tow Truck Driver, Nisqually Towing
13) List any district employees who have knowledge about the incident in question.
14) List all other witnesses having knowledge of the incident in question, with their names, addresses, and telephone numbers that are not listed within items 13 and 14. Also include a description of their knowledge. For example, if your sister was with you when the alleged incident occurred, please include her name, address, telephone number, and indicate she witnessed the incident.
15) Please describe the incident that resulted in the injury or damages, specifically answering the questions who, what, where, when and why.
16) If you reported this incident to law enforcement, safety, or security personnel, please provide a copy of the report or contact information to the person you spoke with.
17) Please provide the names, address, telephone numbers, and the type of treatment of all your medical providers, related to your claim. If you were treated for a personal injury, please include your medical records and bills.
18) Please attach any additional documents that support your claim.
19) Please provide the dollar amount for your damages, including your time loss, medical costs, property damage loss, etc. This amount should represent your opinion of total compensation.

- ✓ If you are filing a personal injury claim, please sign and attach the Medical Release.
- ✓ If your claim involves a motor vehicle accident, please complete, sign, and attach the vehicle accident form.

For Official Use Only

STANDARD TORT CLAIM FORM

General Liability Claim Form (SF 210)

Pursuant to Chapter 4.96 RCW, this form is for filing a tort claim against the Aberdeen School District. Some of the information requested on this form is required by RCW 4.96.020 and may be subject to public disclosure. Standard Tort Claim forms cannot be submitted electronically (via email or fax).

PLEASE TYPE OR PRINT IN INK

Mail or deliver to: Aberdeen School District No. 5
Attention: Superintendent
216 North G Street
Aberdeen, WA 98520

Business Hours: Monday – Friday
9:00 am – 4:00 pm
Closed Weekends and holidays
Office hours by arrangement over school breaks.

1. Claimant's name: _____
   Last name First Middle Date of birth (mm/dd/yyyy)
2. Current residential address: _____
3. Mailing address (if different): _____
4. Residential address at the time of the incident: _____
   (if different from current address)
5. Claimant's daytime telephone number: _____ _____
   Home Business or Cell
6. Claimant's e-mail address: _____
7. Date of the incident: _____(mm/dd/yyyy) Time: _ _ _ _ _ _ _ A M o r PM
8. If the incident occurred over a period of time, date of first and last occurrences:
   from _____(mm/dd/yyyy) Time: _____ AM or PM
   through _____(mm/dd/yyyy) Time: _____ AM or PM
9. Location of incident: _____
   State and county City, if applicable Place where occurred
10. If the incident occurred on a street or highway:

    _____
    Name of street or highway Milepost number Nearest intersecting street
11. State agency or department alleged responsible for damage/injury: _____
12. Names, addresses and telephone numbers of all persons involved in or witness to this incident:

    _____

    _____
13. Names, addresses and telephone numbers of all employees having knowledge about this incident:

    _____

    _____

14. Names, addresses and telephone numbers of all individuals not already identified in #12 and #13 above that have knowledge regarding the liability issues involved in this incident, or knowledge of the Claimant's resulting damages. Please include a brief description as to the nature and extent of each person's knowledge. Attach additional sheets if necessary.

_____

_____

15. Describe the cause of the injury or damages. Explain the extent of property loss or medical, physical or mental injuries. Attach additional sheets if necessary.

_____

_____

_____

_____

_____

16. Has this incident been reported to law enforcement, safety or security personnel? If so, when and to whom? Please attach a copy of the report or contact information.

_____

_____

_____

17. Names, addresses and phone numbers of treating medical providers. Attach copies of all medical reports/billings.

_____

_____

18. Please attach documents which support the allegations of the claim.

19. I claim damages from the Aberdeen School District in the sum of $ _____.

This Claim form must be signed by the Claimant, a person holding a written power of attorney from the Claimant, by the attorney in fact for the Claimant, by an attorney admitted to practice in Washington State on the Claimant's behalf, or by a court-approved guardian or guardian ad litem on behalf of the Claimant.

I declare under penalty of perjury under the laws of the state of Washington that the foregoing is true and correct.

_____ _____

Signature of Claimant Date and place (residential address, city and country)

Or

_____ _____

Signature of Representative Date and place (residential address, city and country)

_____ _____

Print Name of Representative Bar Number (if applicable)

Authorization for Release of Protected Health Information (PHI) to
Department of Enterprise Services, Office of Risk Management

Name: _____
(Last, First, Middle Initial or Middle Name)

Date of Birth: Month _____ Day _____ Year _____

I hereby authorize disclosure of my protected health information to the Aberdeen School District No. 5, for purposes of processing my claim for damages filed with the state of Washington.

I understand that by signing this document, I authorize the release of the following information:

Complete medical record for all services, including history and physical exam; progress notes; x-ray reports; inpatient admissions; operative notes; physical or other therapy; laboratory and other test reports; physician and physician assistant orders; nursing notes; and all other records and references designated by the provider as part of its medical record.

HIV Test Results and medical information related to HIV testing or treatment

Psychiatric, mental and behavioral health records, including treatment notes, assessments, testing documents and results, and medical records related to mental health diagnosis and treatment

Alcohol assessment, testing, referral or treatment records

All other chemical dependency assessment of treatment records

Pharmacy prescriptions and reports

All letters and memos received or sent, including electronic mail, referencing my treatment, compliance with treatment and any other subject related to my medical treatment

Information related to alleged sexual assault or sexually transmitted disease, including test results

Urgent care, outpatient or other clinic visit information

Gynecological and/or obstetrical information

All client records generated for or by governmental programs of which I am a client. Identify the program(s) and agency: _____.

Financial records related to my care and treatment

I understand the following: **(PLEASE READ AND INITIAL ALL STATEMENTS)**

_____ Initials I understand that my records are protected under HIPAA/PHI regulations (federal law) and the Washington State Health Care Information Act (RCW 70.02).

_____ Initials I understand that my health information may be subject to re-disclosure by Aberdeen School District No. 5 and not protected for purposes of evaluating and investigating the claim I have filed with the Aberdeen School District No. 5.

_____ Initials I understand that the specific information to be disclosed in my medical record may include information regarding alcohol, drug or other controlled substance use, counseling referrals and/or a history of testing or treatment of acquired immune deficiency syndrome.

_____ Initials I understand that I may revoke this authorization at any time by notifying Aberdeen School District No. 5 in writing, and that the revocation will be effective as of the date Aberdeen School District No. 5 receives it. Any records obtained pursuant to this Authorization for Release of PHI prior to the revocation will be deemed authorized by me for release.

_____ Initials I understand that this Authorization for Release will expire 90 days from the date I sign it. I can also authorize a different time frame for this release to be valid. This permission is valid until my claim is resolved or closed by ASD5.

A Photostat of this Authorization carries the same authority as the original for purposes of releasing my records to Aberdeen School District No. 5.

Signature of Authorizing Individual:

_____

Date of Signature: _____

Telephone number: _____

Witness (where patient is over 13 and signing the release):

_____

Where the signer is not the subject of the records:

I am authorized to sign this because I am the (attach proof of authority):

- ☐ Parent of minor
- ☐ Legal Guardian
- ☐ Personal Representative
- ☐ Other

To the Provider or Records Custodian:

Please send legible copies of all records to:

Aberdeen School District No. 5
Attn: Superintendent
216 North G Street
Aberdeen, WA 98520

MMSEA REPORTING COMPLIANCE DECLARATION

The Centers for Medicare & Medicaid Services (CMS) is the federal agency that oversees the Medicare program. Many Medicare beneficiaries have other insurance in addition to their Medicare benefits. Sometimes, Medicare is supposed to pay after the other insurance. However, if certain other insurance delays payment, Medicare may make a "conditional payment" so as not to inconvenience the beneficiary and recover after the insurance pays.

Section 111 of the Medicare, Medicaid and SCHIP Extension Act of 2007 (MMSEA), a federal law that became effective January 1, 2009, requires that liability insurers (including self-insurers like the state of Washington), no-fault insurers, and workers' compensation plans report specific information about Medicare beneficiaries who have other insurance coverage. This reporting is to assist CMS and other insurance plans to properly coordinate payment of benefits among plans so that your claims are paid promptly and correctly. Please answer the questions below so that we may comply with this law.

Please review this picture of the Medicare card to determine if you have, or have ever had, a similar Medicare card.



Section I

Are you presently, or have you ever been enrolled in Medicare Part A or Part B?	Yes☐	No☐
If yes, please complete the following. If no, proceed to Section II.		
Full Name: *(Please print the name exactly as it appears on the SSN or Medicare card if available.)*		
Medicare Claim Number:	**Date of Birth(Mo/Day/Year)**	
Social Security Number: (If Medicare Claim Number is Unavailable) - -	**Sex**	Female☐ Male☐

Section II

I understand that the information requested is to assist the requesting insurance arrangement to accurately coordinate benefits with Medicare and to meet its mandatory reporting obligations under Medicare law.

Claimant Name (Please Print) _____ **Claim Number** _____

Name of Person Completing This Form If Claimant is Unable (Please Print) _____

Signature of Person Completing This Form _____ **Date** _____

If you have completed Sections I and II above, stop here. If you are refusing to provide the information requested in Sections I and II, proceed to Section III.

Section III

Claimant Name (Please Print) _____ **Claim Number** _____

For the reason(s) listed below, I have not provided the information requested. I understand that if I am a Medicare beneficiary and I do not provide the requested information, I may be violating obligations as a beneficiary to assist Medicare in coordinating benefits to pay my claims correctly and promptly.

Reason(s) for Refusal to Provide Requested Information:

_____

_____

_____

Signature of Person Completing This Form _____ **Date** _____

VEHICLE COLLISION FORM

PLEASE TYPE OR PRINT IN INK

Please attach this form to your standard tort claim form, if the claim involves a vehicle collision.

CLAIMANT AND INCIDENT INFORMATION

CLAIMANT'S NAME **(A SEPARATE FORM MUST BE COMPLETED FOR EACH CLAIMANT)**	DATE OF ACCIDENT(mm/dd/yyyy)	TIME AM ☐ PM ☐
CURRENT STREET (RESIDENCE) ADDRESS / CITY / STATE / ZIP		PHONE HOME / WORK
(RESIDENCE) STREET ADDRESS FOR SIX MONTHS PRIOR TO THE ACCIDENT / CITY / STATE / ZIP		EMAIL
State/County/City (if applicable) where occurred / STREET OR HWY / MILEPOST NO. / INTERSECTION OR NEAREST STREET/ROAD		

YOUR VEHICLE INFORMATION (VEHICLE #1)

YEAR	MAKE	MODEL	LICENSE PLATE NO.	WHERE CAN CAR BE SEEN?	WHEN?

NAME OF VEHICLE OWNER	ADDRESS	CITY	HOME AND WORK PHONE

NAME OF DRIVER	ADDRESS	CITY	HOME AND WORK PHONE

DRIVER'S LICENSE NUMBER	STATE OF ISSUANCE	DATE OF EXPIRATION

DESCRIBE DAMAGE	ESTIMATE $	YOUR INSURANCE COMPANY AND POLICY NO.

OTHER VEHICLE INFORMATION (VEHICLE #2)

YEAR	MAKE	MODEL	LICENSE PLATE NO.	STATE AGENCY, IF KNOWN

NAME OF OWNER	ADDRESS	CITY	PHONE

NAME OF DRIVER	ADDRESS	CITY	PHONE

DESCRIBE DAMAGE	ESTIMATE $

WAS OTHER (NON-VEHICLE) PROPERTY DAMAGED? IF SO, DESCRIBE WHAT TYPE OF PROPERTY WAS DAMAGED.

OTHER NON-VEHICLE DAMAGE

NAME OF OWNER	ADDRESS	CITY	PHONE

DESCRIBE DAMAGE	ESTIMATE $

INJURED PARTIES

NAME	ADDRESS	PHONE	INJURY	AGE	VEH 1	VEH 2	VEH 3	PED	OTH
		HOME / WORK							
		HOME / WORK							
		HOME / WORK							
		HOME / WORK							
		HOME / WORK							

WITNESSES

NAME (ATTACH ADDITIONAL SHEETS IF NECESSARY)	ADDRESS	CITY	PHONE
			HOME / WORK
			HOME / WORK
			HOME / WORK

COMPLETE ALL DETAILS

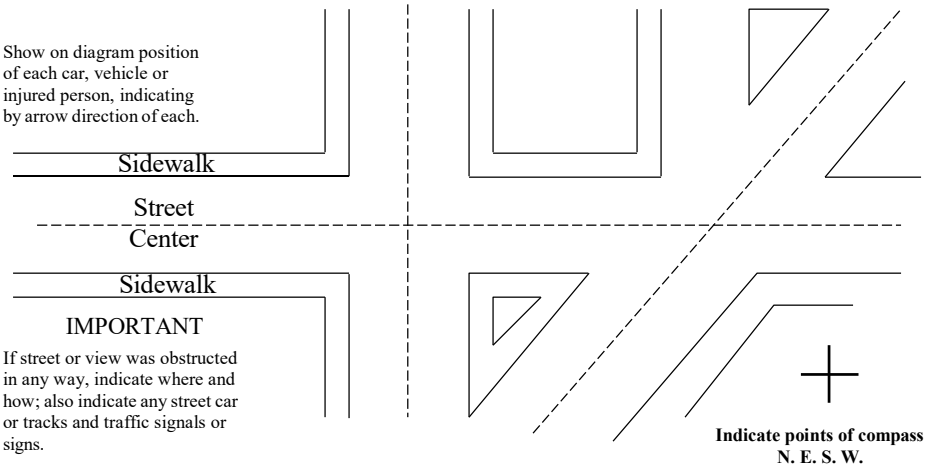
Describe conduct and circumstances causing injury or damages and explain the extent of medical, physical or mental injuries. Please identify name, address, and telephone number of treating physicians and other medical providers. Please attach property damage estimates and/or all medical bills in support of your claim. If necessary, attach additional pages containing information in this format.

☐ Straight Road
☐ Curve – R or L
☐ Level

☐ Hillcrest
☐ Uphill
☐ Downhill

☐ One Lane
☐ One and One-Half Lane
☐ Two Lane or Four Lane

Show on diagram position of each car, vehicle or injured person, indicating by arrow direction of each.

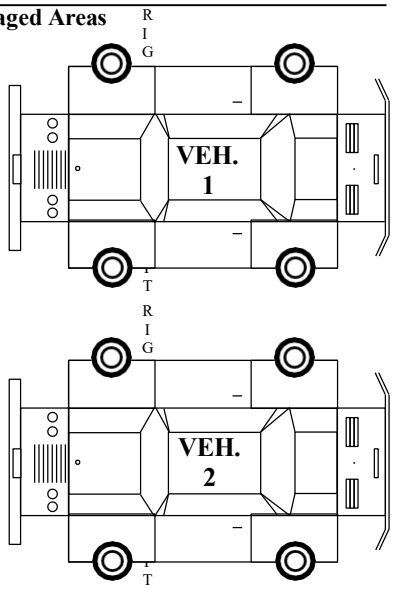


IMPORTANT

If street or view was obstructed in any way, indicate where and how; also indicate any street car or tracks and traffic signals or signs.

Indicate points of compass N. E. S. W.

Mark Damaged Areas



LIGHT CONDITIONS (CHECK ONE)	TRAFFIC CONTROL	TYPE OF ROAD (CHECK ONE OR MORE)	VEHICLE CONDITION (CHECK ONE OR MORE)	ROAD SURFACE (CHECK ONE)	WEATHER (CHECK ONE)
1 ☐ DAYLIGHT	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	VEHICLE NO. 1 NO. 2	1 ☐ CLEAR, CLOUDY & OVERCAST
2 ☐ DAWN	☐ ☐ 1 SIGNALS	☐ ☐ 1 ONE WAY	☐ ☐ 1 DEFECTIVE BRAKES	☐ ☐ 1 DRY	2 ☐ RAINING
3 ☐ DUSK	☐ ☐ 2 STOP SIGN	☐ ☐ 2 TWO WAY	☐ ☐ 2 DEFECTIVE HEADLIGHTS	☐ ☐ 2 WET	
4 ☐ DARK STREET LIGHTS ON	☐ ☐ 3 FLASHING RED	☐ ☐ 3 REVERSIBLE ROAD	☐ ☐ 3 DEFECTIVE REAR LIGHTS	☐ ☐ 3 SNOW	3 ☐ SNOWING
5 ☐ DARK STREET LIGHTS OFF	☐ ☐ 4 FLASHING AMBER	☐ ☐ 4 INTER-CHANGE LOOP RAMP	☐ ☐ 4 TIRES WORN	☐ ☐ 4 ICE	4 ☐ FOG
6 ☐ DARK NO STREET LIGHT	☐ ☐ 5 RR SIGNAL	☐ ☐ 5 ALLEY	☐ ☐ 5 PUNCTURED OR BLOWN TIRES	☐ ☐ 5 OTHER (SPECIFY)	5 ☐ OTHER (SPECIFY)
7 ☐ OTHER (SPECIFY)	☐ ☐ 6 OFFICER/ FLAGMAN	☐ ☐ 6 TWO WAY-LEFT TURN LANES	☐ ☐ 6 OTHER (SPECIFY)		
	☐ ☐ 7 YIELD SIGN	☐ 1 ☐ SEPARATED		NAME OF INVESTIGATING POLICE AGENCY:	
	☐ ☐ 8 NO TRAFFIC CONTROL	☐ 2 ☐ DIVIDED		INVESTIGATING AGENCY REPORT NO.	
	☐ ☐ 9 OTHER	☐ 3 ☐ UNDIVIDED			

A separate claim form should be submitted for each claimant. .

This information is being provided to aid in resolving the claim.

I declare under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

_____ _____

Signature of Claimant ***Date and Place (residential address, city and county)***